

State telecommunications management manual

State of California
Department of General Services

Telecommunications Division
Sacramento, California

Category:

**Telecommunications
Equipment**

Chapter Title:

Introduction

Chapter Number:

0800.0

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Revision -

Revised:

POLICY

Purchase of microwave, radio and electronic equipment

The purchase of public safety radio and related electronic equipment requires TD technical review and approval. All state microwave equipment must be budgeted, purchased and owned by the TD. The only exception is where microwave is to be used exclusively for traffic signal and signing control, traffic metering or roadway surveillance.

These policies maintain compliance to California Government Code 14931 that authorizes the Department of General Services to acquire, install, equip, maintain and operate new and existing communications systems and facilities. California Government Code 14931.1 applies these same provisions to all new and replacement microwave communications systems operated by the state, except in the aforementioned situations. TD management provides state agencies with equipment that meets their operational requirements and ensures safety and security standards for the State of California.



Note:

TELEPHONE AND NETWORK SERVICES EQUIPMENT

The purchase of nonpublic safety radio telecommunications equipment is subject to the review and approval of the TD under the guidelines set forth in *Chapter 0401.0, Standard Delegation*.

TELECOMMUNICATIONS EQUIPMENT ACQUISITION GUIDELINES

The TD develops master contracts for equipment and also utilizes the California Multiple Award Schedules (CMAS). ATR's should consider the following when purchasing and receiving equipment.

- Check to see what is offered through master agreements and whether the equipment available will meet your agency's telecommunications needs. See *Chapter 0801.0, Purchase of Telecommunications Equipment*.
- Check with DGS, Procurement Division for information about available master contracts and for guidance in soliciting competitive bids.

EQUIPMENT EVALUATION GUIDELINES

ATR's should consider the following criteria after equipment is purchased.

- Once a vendor is selected, that company must provide the equipment at the price and time agreed upon.
- If installation is performed by the vendor, the ATR must perform an acceptance test and refuse to accept the equipment if it does not function properly.
- The equipment is not accepted and no payments are made until the vendor corrects the deficiency.
- The vendor also must satisfactorily repair or replace equipment that is under warranty and maintain equipment as outlined in the maintenance agreement.
- Contact DGS, Procurement Division for problems in these areas.



Note:

EQUIPMENT PURCHASING BIDS

State procurement policies require competitive bidding; ATR's must solicit bids before attempting to purchase equipment. A commitment to purchase cannot be made without complying with the state's competitive procurement process. Justify any "sole source" purchase in accordance with SAM, "Purchases" sections. The state's current master purchase agreements, acquired through the competitive bidding process for vendors, supply certain goods to state agencies at an attractive price and can result in time and work savings for agencies. See *Chapters 0401.0 and 0402.0, Delegation category*.